

Sweet Pea Lactation, LLC
31989 Griffith Drive
Galena, MD 21635
Katelyn Cooper BSN, RN, IBCLC
443-480-3773

NOTICE OF PRIVACY PRACTICES

Effective Date: May 27, 2026

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

Please review this notice carefully. It describes how medical information about you may be used and disclosed and how you can access this information.

I. OUR PLEDGE REGARDING YOUR HEALTH INFORMATION

We understand that your health information is personal. We are committed to protecting your health information. We create records of the care and services you receive to provide quality lactation care and to comply with legal requirements. This notice applies to all records of care generated by Sweet Pea Lactation, LLC.

We are required by law to:

- Keep your Protected Health Information (PHI) private
- Give you this notice of our legal duties and privacy practices
- Follow the terms of this notice currently in effect

We reserve the right to change this Notice. Any changes will apply to all PHI we maintain. Updated notices will be available upon request and on our website if applicable.

II. HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

Treatment, Payment, and Health Care Operations:

We may use or share your PHI to provide lactation consultation services, coordinate care with pediatricians, obstetric providers, or other health professionals, and for billing and administrative purposes.

Appointment Reminders and Service Communications:

We may contact you regarding appointments, follow-ups, and lactation support services.

Legal Requests:

We may disclose PHI if required by a court order, subpoena, or legal process with appropriate notice when required.

III. USES AND DISCLOSURES REQUIRING YOUR AUTHORIZATION

We will obtain your written authorization before using or disclosing your PHI for purposes not described in this Notice, including marketing, sale of PHI, or any other non-permitted uses under HIPAA.

IV. USES AND DISCLOSURES WITHOUT YOUR AUTHORIZATION

We may use or disclose your PHI without authorization as permitted by law, including public health reporting, health oversight activities, judicial proceedings, law enforcement purposes, abuse reporting, and workers' compensation compliance.

V. FAMILY AND CAREGIVER INVOLVEMENT

You may choose to allow us to share relevant health information with family members, partners, or caregivers involved in your or your infant's care. In emergencies, we may share limited information when necessary to protect health and safety.

VI. YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the right to:

- Request restrictions on uses and disclosures
- Request confidential communications
- Access and obtain copies of your records
- Request amendments to your information
- Receive an accounting of disclosures
- Obtain a copy of this Notice
- Designate someone to act on your behalf
- Revoke authorizations where applicable
- File a complaint if you believe your rights have been violated

Contact Sweet Pea Lactation, LLC for assistance with these rights.

VII. CHANGES TO THIS NOTICE

We reserve the right to change this Notice at any time. Changes will apply to all information we maintain. A revised Notice will be available upon request or on our website.